

## **Youth Monitoring and Tracking Technology**

### **Authority:**

Wisconsin §938.48, §938.533, §938.538

### **Definitions:**

Monitoring Program (EMP) - The youth wears an ankle transmitter, which communicates through radio frequency on a monitoring unit (HMU) within a predetermined radius. Its primary use is to ensure compliance to schedules and curfews.

Global Positioning System (GPS) - The youth wears a one piece active monitoring unit with GPS in the transmitter itself. GPS tracking closely monitors compliance to schedules, curfews, exclusion zones and where a person has traveled in the community.

Sobrieter - A device that detects the presence of alcohol through a breath sample. It has voice and alcohol detection technology to verify the youth on community supervision are abstaining from alcohol use. The results are transmitted remotely through a telephone connection.

Alcohol Monitoring Device - A handheld device that allows youth to submit breath alcohol tests from any location with cellular service. A high-resolution camera verifies the user and the professional-grade fuel cell ensures accurate tests each time.

### **Procedures**

In some cases, the use of monitoring and tracking technology is mandatory and in others discretionary. GPS monitoring is mandatory for all youth during the intake period, releasing to community supervision from type 1 status who meet one or more of the following criteria: adjudicated delinquent for a sexual offense, designated as Serious Juvenile Offender or high risk score on an age appropriate instrument. After completion of the intake period, GPS Monitoring shall be staffed with a Corrections Field Supervisor to determine if removal is appropriate.

### **Discretionary GPS**

Discretionary GPS tracking may be requested for youth on active supervision who are otherwise not mandated by policy to be on GPS tracking. It shall be used as a supervision tool to assist in the monitoring and tracking of youth movements. Approval for Discretionary GPS Monitoring is granted by the Corrections Field Supervisor and documented in COMPAS Notes.

Discretionary GPS Monitoring may be considered for youth based on the following criteria:

- Factors in a youth's background and behavior that may predict future non-compliance, e.g. frequent or prolonged AWOLs, repeated sanctions for rule violations, etc.
- Agent professional judgment regarding the youth's responsiveness to treatment and motivation to change.
- An upcoming change in circumstances that could increase the risk of non-compliance or reoffending, for example return to the community after a sanction or movement to a less restrictive setting.

- Changes in youth behavior that may signal deterioration in compliance; for example, drug screens indicating drug use, monitoring schedule violations, or possession of contraband. This includes utilizing GPS monitoring in response to violations for youth who have previously completed GPS monitoring.

### **Enrolling Youth**

The assigned agent shall submit the DOC-1362 in MATS at least 72 hours in advance of installation date, unless staffed with supervisor. The agent shall document the enrollment in COMPAS Notes.

If the agent has not received a call from the GPS installer at least one day before installation, the agent should contact the Electronic Monitoring Center.

The agent shall explain the operation and rules of GPS to the youth and the parent, guardian or other responsible person (e.g. independent living program staff). The youth's rules of supervision shall be amended and signed by the youth to include a requirement to cooperate with electronic monitoring including following approved schedule, not altering, damaging, or interfering with the operation of equipment.

The agent shall document all enrollment and installation activities in COMPAS Notes.

### **Monitoring Youth**

Any service requests must be submitted by the agent to the Monitoring Center by phone/email. The agent shall document service requests in COMPAS Notes.

Schedules shall be entered into the approved GPS system prior to the start of the schedule.

Schedules shall be documented in COMPAS Notes prior to the start of the schedule.

Youth shall have a start and end time each day, with very limited exceptions. Once a youth approaches removal of GPS, a trial period with an open schedule may be appropriate as an additional transition towards complete removal from monitoring equipment which shall be staffed with a CFS.

Agents may use the 2129B – Youth Activity Community Supervision Weekly Schedule to assist youth in creating schedules. If more information is needed for a particular activity, agents may request a youth to complete the 2129A – Youth Activity Request.

If a youth is traveling out of state and is on electronic monitoring, the agent shall notify Monitoring Center by emailing approved Travel Permit to the GPS mailbox and shall document in COMPAS Notes, prior to scheduled departure.

Following the approved schedule, agents shall verify the youth's whereabouts and activities using the approved GPS system mapping tools and the agent shall document the verification in COMPAS Notes every three days.

- All alerts shall be addressed with the youth by the agent in a timely manner. If the agent is not available, the cover agent or Youth Counselor shall address the alert. All alerts and the Department's response shall be documented in COMPAS Notes.
- If the youth is transferred to another agent, the receiving agent shall complete an amended DOC-1362 in MATS, updating the new agent contact information.
- If the youth changes residence or telephone number, the agent shall complete an amended DOC-1362 in MATS before the end of the agent's shift on the day of notification. The changes and completion of the DOC-1362 shall be documented in COMPAS Notes.
- The Corrections Field Supervisor shall review the youth's status with the agent at least every 90 days to determine whether GPS monitoring continues to be necessary. The Corrections Field Supervisor shall document the review in COMPAS Notes with a note subtype of 'Staffing'. Under extenuating circumstances, the 90-day timeframe can be amended by the Regional Chief.
  - The CFS shall notify the Status Keeper of the amended timeframe and set a new GPS review date in COMPAS.
- Upon completion of GPS monitoring, the agent shall contact the Monitoring Center to complete a work order for GPS installers to recover the GPS equipment.
- Upon completion of GPS monitoring and the equipment is not recovered within 24 business hours by DOC staff, the agent shall complete form DOC-2238.
- If a youth is AWOL from supervision and the equipment is not recovered within 24 business hours by DOC Staff, the agent shall complete form DOC-2238.
- The agent shall document in COMPAS Notes the recovery of equipment or the completion of the DOC-2238.

### **Fees**

Youth are not charged fees for monitoring and tracking technology imposed by DJC. Youth will be responsible for lost, stolen or damaged equipment.

### **System Failure**

In the event of a system failure, which compromises the electronic monitoring center's ability to process incoming calls and effectively monitor youth on the system, the agent or youth counselor are required to follow specific contact standards.

Notification of a system failure during regular business hours will take place at the Regional office level. The Regional office will then notify all field offices. In the event that the failure occurs outside of normal business hours, the monitoring center will notify the on-call supervisor who is to immediately notify the Regional Chief or designee. The Chief or designee will contact each supervisor.

### **Contact Standards During a Monitoring Center Failure**

During a monitoring center system failure, face to face contact with the youth must be accomplished within one business day. Further contacts will be determined via staffing with a supervisor.

### **Monitoring System Restored**

When the monitoring system is restored, field staff should be prepared to respond to any high priority alerts. Youth placed in custody due to the system failure should be returned to their residence as appropriate.